

## **EMPLOYMENT OPPORTUNITY SECRETARY (Office Assistant)**

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The US Embassy is seeking an individual for the position of Secretary in General Services Section.

### **BASIC FUNCTION OF POSITION**

The General Service Officer is responsible for all logistical support to the US Embassy. The secretary must have post-secondary school (form VI) and at least three years office management experience, must have interpersonal organizational skills and be able to communicate effectively with local and American staff. The successful candidate will be able to draft memoranda, maintain task calendars and support the various units under the General Service Officer.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Provides all management support assigned by the S/GSO: 30%  
Drafts correspondence, documents, cables, memoranda, administrative notes, and letters and ensuring proper distribution, delivery and/or follow-up. Makes invitation cards and business cards.

Receives and controls incoming correspondence and communication. Dispatches outgoing correspondence and reports. Writes and formats non - technical letters of acknowledgement, prepares time and attendance reports for GSO section and maintains leave records for Direct Hire and Personal Service Agreement personnel. Prepares Power Point presentations and EXCEL spreadsheets as required.

Serves as Sub-Cashier, an Accountable officer, responsible for the control, 25%  
management safekeeping of a cash advance of USD 1,000 received from the Class B Cashier for petty and emergency cash purchases. Accounts for receipts/cash sales/invoices and reconciles monthly.

Manages cash advances in the way that no secondary advance is issued before the previous one is liquidated. In the course of daily transactions with his/her customers, educates them on accountability of USG funds when in their hands. Ensures smooth running "money-wise", of the GSO section and that there be no occasions of cash unavailability. Maintains clear records of all documentation involved; ready for cash audit/count by the AM SPV or FMO. Liquidates receipts with the principal Class B Cashier.

Handles incoming and outgoing GSO correspondence, ensuring proper assignment, 25%  
prioritizing and distribution within GSO section. Keeping schedules for GSO and serves as office receptionist for the General Services Office. Acts as the initial coordinator for all visitors to the GSO Section by assigning the contact person for the

visitor and ensuring appropriate appointments, programs and/or schedules for the visitor.

Serves as a liaison for embassy personnel with other GSO units, including Shipping, Motorpool, Travel, Housing, Property Management and Procurement. Keeps the GSO informed on all issues and developments within embassy operations, and depending upon the importance and/or sensitivity of the matter, decides whether to direct action to a specific office or individual or bring it to the attention of the GSO. 10%

Serves as back-up for EFM Customer Service Representative: 5%  
Receives telephone and written requests from offices and occupants of government-owned or leased residential properties. Follows up on e-services requests as needed.

Files all cables and correspondence, using U.S. Government TAGS system and periodically checks to ensure quick and reliable irretrievability. 5%

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of 2 years Advanced Secondary School (form VI) secretarial certificate and office practice is required.
2. **Prior experience:** Three years of experience in managerial/secretarial related work is required.
3. **Language proficiency:** Level III (good working knowledge) of English and Level IV(fluent) in Kiswahili (writing and speaking) is required.
4. **Knowledge:** Must understand the procurement process and have a thorough knowledge of Embassy offices and structure.
5. **Skills and Abilities:** Level III typing ability (45 words per minute) is required. Proficiency in operating Word Processing and other MS office applications

## Position Elements

1. **Supervision Received:** received direct supervision from the General Services officer.
2. **Available Guidelines:** 6 Foreign Affair Manual and GSO Standard Operating Procedures.
3. **Exercise of Judgment:** All aspects of GSO office administration.
4. **Authority to make commitments:** initiate proposals only.
5. **Nature, Level and Purpose of Contacts:** Job requires that contact be maintained with all mission staff pertaining to various requests/assistance needed, vendors, contractors, and visitors to GSO section. Greets external guests as required.
6. **Supervision Exercised:** No direct supervision exercised.
7. **Time required to Perform Full Range of Duties after Entry into the Position :** One Year

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification

- Number
- J. Eligibility to work in the country (Yes or No)
  - K. Special Accommodations the Mission needs to provide
  - L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
  - M. Days available to work
  - N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
  - O. U.S. Eligible Family Member and Veterans Hiring Preference
  - P. Education
  - Q. License, Skills, Training, Membership, & Recognition
  - R. Language Skills
  - S. Work Experience
  - T. References

### **SUBMIT APPLICATION TO**

American Embassy  
Human Resources Office  
P.O. Box 9123  
Dar es Salaam

### **POINT OF CONTACT**

Telephone: 2668001, Ext: 4137/4148/4233/4024  
Fax: 2668321 or 2668238

The US Mission in Tanzania provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Only shortlisted candidates will be contacted**